



## **Educational Visits: Parent Volunteer Code of Conduct**

Thank you for giving your time to support our school visits. We value the generosity of parents and carers who volunteer, as your support makes these experiences possible and enriches opportunities for all pupils. Your role is vital in ensuring pupils are safe, engaged and well-supported.

To ensure that pupils have the best possible experiences and outcomes on educational visits, all volunteers are expected to uphold the following standards, which align with the Safer Recruitment Consortium Guidance for Safer Working Practice:

### **General Conduct**

- Be a positive, approachable role model for all pupils.
- Treat pupils, staff and other volunteers with respect at all times.
- Work in an open and transparent manner at all times.
- Maintain confidentiality at all times; do not share information about pupils, staff or the school with others, unless reporting a concern to staff.
- Follow all instructions from the visit leader and seek clarification if unsure.
- Ensure you remain under staff direction throughout the visit.

### **Safeguarding, Confidentiality and Behaviour**

- Report any concerns or incidents immediately to the class teacher or other member of staff.
- Avoid being alone with a pupil; remain within sight or hearing of others at all times.
- Do not attempt to discipline pupils or manage behaviour independently – refer all concerns to staff.
- Always act in a way that reflects positively on the school.

### **Mobile Phones and Communication**

- Mobile phones must not be used during the visit unless authorised by staff in an emergency.
- Do not message or post on parent group chats during the trip.
- Do not take any photographs or videos on personal devices.

### **Health, Safety and Professionalism**

- Follow the direction of school staff at all times, as they retain overall responsibility for pupils.
- Dress appropriately for the visit and model safe behaviour at all times.
- Follow safety instructions and report any risks or hazards to staff.
- Report any injuries to school staff – qualified first aid trained staff will always be in attendance.

By volunteering, you agree to follow this code of conduct to ensure the safety and wellbeing of all pupils. Thank you for your support.